

Getting Started with eFile and Serve (eFS)

How do I get started with eFS?

By taking three steps:

1. Designate two firm administrators.
2. Attend training.
3. Complete account registration and firm setup.

You can find more information on all three steps at mncourts.gov.

What does eFS cost to use?

As a filer, you're required to pay all statutory filing fees and a \$5 processing charge each time you pay fees through eFS.

What do I need to use the eFS System?

Using eFS requires:

- A valid email address. Remember to update it in eFS if it changes.
- Internet browser: The system supports current versions of the Windows operating system using Internet Explorer 7 or above or Firefox.
- Internet connection: A high-speed internet connection.
- Minimum screen resolution: For best results, use a setting of 1024 x 768 or better. If necessary, you can set your monitors to 800 x 600 pixels, but it may compromise the quality of what you see on your monitor. You can change this setting by going to Windows Control Panel → Display → Adjust Resolution. Scroll down to select 800 x 600.
- Document format: eFS only accepts PDF (.pdf) documents. Not sure how to create a PDF from a Microsoft Word or Excel document? [Click here for instructions](#) on mncourts.gov.
- A Visa, MasterCard, or Discover credit or debit card for the fees. eFS doesn't accept American Express.

When setting up a firm account, what are some tips for government agencies?

Try these tips:

- When naming your firm in eFS, start with your jurisdiction (i.e., county or city name), followed by your agency type (e.g. X County Sheriff's Department or X City Police Department).
- If you're part of a state agency (i.e., the Public Defender, Department of Corrections) make sure your firm name clearly identifies your office and reflects your organization's structure. Start the name with your jurisdiction, followed by the state agency name (e.g., X District Public Defender's Office).

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When setting up a firm account, what are some tips for government agencies? (cont.)

- Spell out your firm's name rather than using acronyms.
- Check with your central office or association to be sure your firm name is consistently applied across the agency.
- Set up and use a waiver account. You won't need a credit or debit card to do this.
- Attorneys who work full- or part-time with a government agency and also practice law privately will need a separate firm and email address for each practice.

How can I get training on eFS?

You have options!

- Training is available online and in person at certain locations. Find out where and when on the [eFile and eServe Training webpage](#) on mncourts.gov.
- Quick Reference Guides in the Supporting Resources section of the [eFile and eServe webpage](#) provide step-by-step instructions on the most common eFS tasks.
- Generic, self-paced tutorials are also available within the eFS system. On the eFS login page, you'll find the topics to choose from.

What if I get stuck? Is there somewhere I can call for help?

Get in touch with the Minnesota Judicial Branch's eFS Support Center for help using the eFS System. The eFS Support Center is available Monday through Friday, 8:30 – 4:30.

You can reach the eFS Support Center at:

- 651-227-2002 (for calls from area codes 612, 651, 763, or 952),
- 1-855-291-8246 (for calls from all other area codes), or
- Visit the [eFS Support Center's website](#) on mncourts.gov.